

CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES

**City of Burlington Police and Fire Commission
Burlington Fire Station
165 W. Washington Street
September 23, 2009**

Call to Order and Roll Call:

The special meeting of the Police and Fire Commission was called to order at 5:34 p.m. by Vice President Ron Patla. Present were Commissioners Barbara Kopack-Hill, John Hotvedt, Joe Busch and Ron Patla. President Pringle was excused. Also present were Fire Chief Dick Lodle and Acting Police Chief Mark Anderson.

Public Comments:

None

Approval of Minutes:

Motion to approve the minutes as drafted by Commissioner Busch, seconded by Kopack-Hill. With all in favor, the motion carried.

Consideration of Proposals and Action on Selection and Approval of a Contract for Recruitment Services for the Chief of Police Selection Process:

The proposals of MTG Management Consultants, LLC and Voorhees Associates, LLC were presented to the Commission by Commissioner Patla, as well as the written recommendation of the City Administrator. All Commissioners acknowledged having received all such information and having reviewed the same. Commissioner Busch noted that the costs of the contracts were quite similar and that his independent research showed that both firms were experienced and qualified for the process. Commissioner Busch noted that he was impressed with the 12-month guarantee contained in the Voorhees proposal as well as the benefit to utilizing a firm based out of Wisconsin.

Commissioner Kopack-Hill also noted that the costs of the proposals were quite similar and noted that the Voorhees proposal did not include a provision for advertising fees. Commissioner Kopack-Hill did note, however, that she was in favor of the proposed assessment center as set forth in the Voorhees proposal.

Commissioner Patla indicated that he was comfortable with either firm, although he felt that MTG Management Consultants, LLC has more experience and familiarity with the process for the hiring of a police chief in the State of Wisconsin. He also noted that he believed the MTG proposal was more structured and detailed as to the process that would be utilized. Commissioner Patla also noted that he liked the idea of the utilization of the assessment center and indicated that he had positive experiences with Mr. Voorhees when he served as Interim City Administrator.

Commissioner Hotvedt noted that each proposal contained a similar process and was very close in terms of the compensation that would be owing to either firm. Additionally, Commissioner Hotvedt noted that both proposals also addressed the steps which the Commission is required to take for the selection of the Police Chief pursuant to Section 5.04 of the Rules and Regulations for the Police and Fire Commission. Commissioner Hotvedt noted that the experience which Mr. Voorhees previously maintained with the City of Burlington and the utilization of the assessment center would be most beneficial to the needs of the City of Burlington.

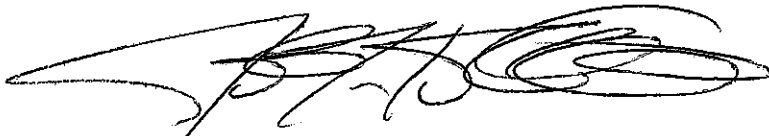
There being no further discussion, a motion was made by Commissioner Kopack-Hill to select and engage the services of Voorhees & Associates and to authorize the use of the assessment center all pursuant to their proposal dated August 27, 2009. Motion was seconded by Commissioner Busch; the motion carrying by a unanimous vote of the Commission.

Discussion of new Police and Fire Commission Business, if any:

None

Adjournment:

Motion made at 6:00 p.m. by Commissioner Hotvedt to adjourn; motion seconded by Commissioner Kopack-Hill. With all being in favor, the motion carries.



John E. Hotvedt
Secretary